United Nations ST/IC/2008/34

Secretariat

1 July 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Central Review Board, Committee and Panel at Headquarters**

1. The purpose of the present circular is to inform the staff of the composition of the Central Review bodies at Headquarters whose two-year term takes effect from 1 July 2008.

2. The current membership has been formed based on requests for nominations made to departments and offices as well as the staff representative body at Headquarters. Normally, the Central Review bodies are constituted of an equal number of members and alternates selected by the Secretary-General and by the staff representative body. However, it was not possible to achieve this in the new membership, as the Staff Council continued to follow its resolution to withdraw staff participation from the Central Review bodies and did not submit nominations.

3. As a temporary measure and for the purpose of ensuring the continuation of the Staff Selection System, it has become necessary to invoke the provisions of sections 2.2 and 3.2 of Secretary-General's bulletin ST/SGB/2002/6, which state in part that should no final selection of staff representatives for the Central Review bodies be made within two months of a written request or should the members and alternates selected by the Staff collectively not participate, the Central Review body concerned may nevertheless be constituted and may discharge its functions when four members or alternates are present.

4. In view of the above, the formation of the Central Review bodies at Headquarters for the 2008-2010 term is completed with the members and alternates approved by the Secretary-General on the basis of departmental nominations.

* The present circular will be in effect until further notice.

08-40876 (E) 070708

I. Central Review Board

Members

Mr. Clemens Adams	Department of Field Support
Mr. George Korontzis	Office of Legal Affairs
Ms. Vivian Lewis	Department for General Assembly and Conference Management

Alternates

Ms. Patricia Banks	Office for the Coordination of Humanitarian Affairs
Ms. Marion Barthelemy	Department of Economic and Social Affairs
Mr. Ion Botnaru	Department for General Assembly and Conference Management
Ms. Hua Jiang	Department of Public Information
Ms. Shari Klugman	United Nations Fund for International Partnerships
Ms. Gabriele Kraatz-Wadsack	Office for Disarmament Affairs
Ms. Haiyan Qian	Department of Economic and Social Affairs
Mr. Girish Sinha	Department of Field Support
Ms. Margaret Vogt	Department of Political Affairs

II. Central Review Committee

Members

Mr. Vladimir Jares	Office of Legal Affairs
Ms. Liza Morales	Department of Political Affairs
Mr. Collinet Finjap Njinga	Department of Public Information

Alternates

Mr. Lin Bai	Department of Peacekeeping Operations
Ms. Katharine Burns	Office for the Coordination of Humanitarian Affairs
Mr. Andrew Carpenter	Department of Peacekeeping Operations
Mr. Tam Chung	Office for Disarmament Affairs
Ms. Roxana Ghiciu	Office of Programme Planning, Budget and Accounts Department of Management

Ms. Yin Yin Hta	Office of Programme Planning, Budget and Accounts Department of Management
Mr. Maqbool Mohammad	Department of Field Support
Mr. Srdjan Mrkic	Department of Economic and Social Affairs
Mr. Xuesong Ma	Department for General Assembly and Conference Management
Ms. Susan Manuel	Department of Public Information
Ms. Letizia Rossano	Office for the Coordination of Humanitarian Affairs
Mr. Genene Zewge	Department of Economic and Social Affairs

III. Central Review Panel

Members

Mr. Peter Faiz	Department of Public Information
Ms. Diane Horton	Department of Economic and Social Affairs
Ms. Myrna Pena	Office for Disarmament Affairs

Alternates

Mr. Jacob Assa	Department of Economic and Social Affairs
Ms. Sherry Austin	United Nations Joint Staff Pension Fund
Mr. Nikolai Baskakov	Department of Public Information
Ms. Barbara Christiani	Office of Central Support Services Department of Management
Ms. Hawaa El-Tayeb	Department of Peacekeeping Operations
Ms. Mary Farrell	Department of Safety and Security
Mr. Stanislaus Fernandes	Department for General Assembly and Conference Management
Ms. Marlina Gotama	Department of Field Support
Mr. Amine Lamrabat	Department of Economic and Social Affairs
Ms. Christelle Loupforest	Office for the Coordination of Humanitarian Affairs
Mr. Angel Dario Lopez	Office of Programme Planning, Budget and Accounts Department of Management

5. Normally, one additional member is jointly selected by the members selected by the Secretary-General and members selected by the staff to serve as Chairperson

of each Central Review body. Under the circumstances described above, an Acting Chairperson will be selected from the members until such time as the situation allows the joint selection of a Chairperson for each Central Review body.

6. The Assistant Secretary-General for Human Resources Management or her representative will serve as ex officio member of the Board, Committee and Panel. The Special Adviser on Gender Issues and the Advancement of Women or her representative will also participate in the Board and Committee, and the Panel as required, in an advisory capacity.

7. Mr. Suren Shahinyan will serve as Secretary of the Central Review Board and Ms. Valeria Criscione Olson will serve as Secretary of the Central Review Committee and Panel.

8. The present circular supersedes information circulars ST/IC/2006/32 of 17 August 2006 and ST/IC/2006/32/Add.1 of 11 December 2006.

United Nations ST/IC/2008/35

Secretariat

11 July 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for Chinese-language translators/ verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Chinese-language translators/verbatim reporters in 2008, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. The competitive examination for Chinese-language translators/verbatim reporters will be held tentatively on **24 November 2008** in Beijing, Geneva, New York and other locations, according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Chinese-language translators/verbatim reporters will be filled. When vacancies occur in a service, successful candidates will be recruited from the roster for that service, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Chinese-language translator/verbatim reporter posts as they occur in the language services in New York, Geneva, Vienna, Nairobi and Bangkok. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other United Nations duty stations according to the needs of

* Expiration date of the present information circular: 31 December 2009.

08-42014 (E) 170708

the Organization. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Chinese as their main language;[1]

(b) Have a perfect command of Chinese and an excellent knowledge of English. Knowledge of other official languages of the United Nations (French, Arabic, Russian or Spanish) will be regarded as an asset. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their knowledge of the languages claimed;

(c) Hold at least a three-year first-level degree from a university or institution of equivalent status in which Chinese is the language of instruction;

(d) Have knowledge of word-processing programs.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who will have reached the age of 56 by the deadline for submission of applications (3 September 2008) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement of a degree from a university or institution of equivalent status stipulated in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary education qualifications from a university or institution of equivalent status and adequate secondary education qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. As part of the application procedure, all candidates must submit with their applications a translation into Chinese of the English text attached to the application form.

8. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. Convoked candidates will be required to submit evidence of degrees, knowledge of

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

9. The written examination, to be held on **24 November 2008**, will consist of five papers.

(a) Translation into Chinese of a general text in English (1 hour). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Translation into Chinese of an English transcript of a speech delivered in another official language (1 hour);

(c) Translation into Chinese of a text in English, to be chosen by the candidate from a total of four specialized texts (economic, legal, social or political). Candidates with a degree in law must select the legal text (1 hour);

(d) Translation into English of a general text in Chinese (1 hour);

(e) (Optional for all candidates) Translation into Chinese of a text chosen by the candidate from a total of four texts, one in each of the following official United Nations languages: Arabic, French, Russian or Spanish (1 hour). Although this paper is optional, the language abilities demonstrated will be considered in the overall evaluation of candidates.

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

11. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview each candidate to assess whether she or he possesses the competencies required for the position. Candidates may also be required to take some additional short tests at the time of the interview (including a computer skills test). The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will automatically be offered an assignment.

12. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release individual scores or results.

13. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

14. Staff members selected to fill vacancies will be assigned as Chinese-language translators/verbatim reporters for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. Successful candidates are expected to be able to use computer workstations.

15. Successful candidates in translation assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the translation paper referred to in paragraph 7 above, **no later than 3 September 2008**, to:

2008 competitive examination for Chinese-language translators/
verbatim reporters
Examinations and Tests Section
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the translation paper, will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Examinations and Tests Section of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **3 September 2008**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2008 competitive examination for Chinese-language translators/ verbatim reporters

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

I will be taking part (e) of the written examination (optional for all candidates) Yes ☐ No ☐

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of verbatim reporting, editing and translation, if any.

Applications submitted without a P.11 or PHP form or without the translation paper referred to in paragraph 7 will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

I have read information circular ST/IC/2008/35 and I understand that if I am successful in the 2008 competitive examination for Chinese-language translators/ verbatim reporters and am recommended for inclusion in the roster, my assignment as a Chinese-language translator/verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 14 to 17 of that circular.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

Text to be translated into Chinese

You must translate *both* topics

Topic 1: Development financing

First, as you all know better than anyone, the post-Monterrey period has resulted in a number of new proposals on development financing which command varying degrees of consensus. If implemented, many of these measures could lead to more stable and predictable long-term resource flows to developing countries. Technical discussions are currently ongoing on a wide range of these initiatives. We must seek out the most promising projects, build consensus around them and implement them successfully.

Secondly, the international community has come to appreciate the special development case of middle-income countries, especially in the area of trade. Middle-income countries need better market access to foster their comparative advantages. They also require technical assistance and knowledge-sharing to help address critical gaps in their development processes. These shortcomings range from the need to improve infrastructure and integrate into world financial markets to tackling persistent pockets of poverty and growing inequality.

Thirdly, the international financial, trading and monetary system has given rise to new challenges and opportunities for least developed countries. We know that trade can be an engine of growth for the poorest economies, especially when it is linked with improvements in domestic productive capacity. To enjoy the full benefits of trade, least developed countries need to diversify their exports. The case for diversification has become especially compelling in the light of the high volatility of prices for primary products. However, both diversification and economic capacity-building require increased investment and technology transfer from donors. We must therefore look into ways to bolster "aid for trade" support to these countries.

Fourthly, financial markets in both developed and developing countries have experienced enormous growth in years. Regrettably, regulatory checks and balances have failed to keep pace. The current turmoil in world markets demonstrates that this gap is unsustainable. We need innovative and robust regulation to protect financial systems and sustain continued growth and expansion. This requires a concerted effort by all players, working through universal forums like the United Nations and the Bretton Woods institutions.

(332 words)

Topic 2: Global warming

We are now faced with a momentous challenge: global warming. The steady deterioration of the very climate of our very planet is becoming a war of the first order, and by any measure, the United States is losing. The United States produces nearly a quarter of the world's greenhouse gases each year and has stubbornly made it clear that it doesn't intend to do a whole lot about it. Although 174 nations ratified the admittedly flawed Kyoto accords to reduce carbon levels, the United States walked away from them. While even developing China has boosted its mileage standards to 35 mpg, the United States remains the land of the Hummer.

The rub is, if the vast majority of people increasingly agree that climate change is a global emergency, there's far less consensus on how to fix it. Industry offers its plans, which too often would fix little. Environmentalists offer theirs, which too often amount to naive wish lists that could cripple America's growth. But what would an aggressive, ambitious, effective plan look like — one that would leave us both environmentally safe and economically sound?

Halting climate change will be far harder than even that. One of the more conservative plans for addressing the problem calls for a reduction of 25 billion tons of carbon emissions over the next 50 years. And yet by devising a coherent strategy that mixes short-term solutions with farsighted goals, combines government activism with private-sector enterprise and blends pragmatism with ambition, the United States can, without major damage to the economy, help halt the worst effects of climate change and ensure the survival of our way of life for future generations. Money will get us part of the way there, but what's needed most is will.

(292 words)

United Nations ST/IC/2008/36

Secretariat

11 July 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for Chinese-language interpreters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Chinese-language interpreters in 2008, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. A competitive examination for Chinese-language interpreters will be held tentatively on **25 and 26 November 2008** in New York, Geneva and other locations, according to the number and location of qualified candidates invited to take the examination and the availability of the necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Chinese-language interpreters will be filled. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or a special mission are considered external candidates for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Chinese-language interpreter posts as they occur in New York, Geneva, Vienna, Bangkok and Nairobi. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations, according to the needs of the Organization. Interpreters are expected to serve a **minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 to 14 below.

* Expiration date of the present information circular: 31 December 2009.

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4. Staff members of the Secretariat applying for the examination must:

(a) Have Chinese as their main language;[1]

(b) Have a perfect command of Chinese and English. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files;

(c) Hold at least a three-year first-level degree from a university or institution of equivalent status at which Chinese is the language of instruction, and have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields. Alternatively, candidates must hold a university degree from a recognized school of interpretation. The Board of Examiners may, at its discretion, admit a candidate graduating from a university whose principal language of instruction is other than Chinese, provided that he or she has adequate secondary education qualifications from an establishment at which the principal language of instruction is Chinese.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable length of time before reaching retirement age, staff members who are not serving on 100-series appointments and who will have reached the age of 56 by the deadline for submission of applications, **3 September 2008**, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement for a university degree from a university or institution of equivalent status, referred to in paragraph 4 (c) above, may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary education qualifications from a university or institution of equivalent status and adequate secondary education qualifications from an establishment at which the principal language of instruction is Chinese, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified applicants, based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. All applicants will be notified of the Board's decision in respect of their application. Candidates convoked to the interview will be required to submit evidence of degrees and/or relevant experience prior to convocation. **The Board's decisions are final**.

8. The examination will consist of two parts:

(a) Simultaneous interpretation into Chinese from recordings of three speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Simultaneous interpretation into English from recordings of three speeches delivered in Chinese (approximately 5 to 10 minutes per recording).

[1] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

9. On the basis of the results of this examination, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview each candidate to assess whether she or he possesses the competencies required for the position. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should **not** assume that they will be offered an assignment.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal**. The Board **does not** release individual scores or results.

11. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

12. Staff members selected to fill vacancies will be assigned as Chinese-language interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

13. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

14. In order to service meetings of the Security Council or the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

15. Staff members applying for the examination should complete the attached form and submit it, **no later than 3 September 2008**, to:

2008 competitive examination for Chinese-language interpreters
Examinations and Tests Section
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, New York 10017
Fax: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early. Applications may be sent by e-mail, fax or mail. Incomplete applications will **not** be considered.

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications directly to the Examinations and Tests Section of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by 3 September 2008, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2008 competitive examination for Chinese-language interpreters

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 form or, preferably, a PHP form, and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of interpretation, translation, editing or verbatim reporting, if any.

Applications submitted without either a P.11 or PHP form will NOT be considered.

[a] "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ **Signature** _____

(When applying by e-mail, type the date and your name above.)

I have read information circular ST/IC/2008/36 and I understand that, if I am successful in the 2008 competitive examination for Chinese-language interpreters and am recommended for inclusion in the roster, my assignment as a Chinese-language interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 12 to 14 of that circular.

Date _____ **Signature** _____

(When applying by e-mail, type the date and your name above.)

United Nations ST/IC/2008/37

Secretariat

11 July 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for Chinese-language proofreaders/ copy preparers/production editors**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for Chinese-language proofreaders/copy preparers/production editors in 2008, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1.

2. The competitive examination for Chinese-language proofreaders/copy preparers/production editors will be held tentatively on **21 November 2008** in New York, Geneva and other locations, according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Chinese-language proofreaders/copy preparers/production editors at United Nations Headquarters in New York and at other duty stations in Africa, Asia, Europe and Latin America will be filled. When vacancies occur in a service, successful candidates will be recruited from the roster for that service, subject to the requirements of the service in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as to qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful in the examination, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies as they occur in the language services in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok and Santiago. Assignments are subject to rotation and mobility. Chinese-language proofreaders/copy preparers/production editors may thereafter be called upon to serve at other United Nations duty stations according to the needs of the

* Expiration date of the present information circular: 31 December 2009.

Organization. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 15 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Chinese as their main language;[1]

(b) Have a perfect command of Chinese and an excellent knowledge of English. Knowledge of other official languages of the United Nations (Arabic, French, Russian or Spanish) is desirable. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their knowledge of the languages claimed;

(c) Hold at least a three-year first-level degree from a university or institution of equivalent status in which Chinese is the language of instruction or hold a university degree from a recognized school of translation;

(d) Have relevant experience in the printing/publishing industry. Applicants are required to be able to use computer workstations. Word-processing knowledge is a requirement. Desktop publishing knowledge is an advantage.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who will have reached the age of 56 by the deadline for submission of applications (3 September 2008) will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement of a degree from a university or institution of equivalent status stipulated in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary education qualifications from a university or institution of equivalent status and adequate secondary education qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applicants should submit with their applications a one-page essay in Chinese, explaining why they wish to work as proofreader/copy preparer/production editor. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4.

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

Convoked candidates will be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to the interview. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The examination will consist of three parts:

(a) An eliminatory written examination on proofreading, copy preparation and language knowledge;

(b) A computer test on desktop publishing skills and knowledge of printing;

(c) A competency-based interview.

9. The written examination, to be held on **21 November 2008**, will consist of four papers:

(a) Copy-editing and copy preparation of a text intended for typesetting (1 hour and 45 minutes);

(b) Chinese language aptitude test (30 minutes);

(c) Proofreading against manuscript (1 hour and 45 minutes);

(d) Language aptitude test in English (30 minutes).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers. Graphic arts rulers are allowed.

11. On the basis of the results obtained in the written examination, the Board of Examiners will invite successful candidates to take a computer test on desktop publishing skills and knowledge of printing, which will normally take place several weeks after the written component of the examination. The computer test will consist of:

(a) Formatting of text and tables based on a marked-up manuscript and a given electronic template (layout specifications and style sheet) using Adobe InDesign CS2. Placement of graphics and/or images is not required (2 hours);

(b) Questionnaire on printing knowledge (30 minutes).

12. After the computer test, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview each candidate to assess whether she or he possesses the competencies required for the position. Both the computer test and the interview are an integral part of the examination. Therefore, candidates at these stages should not assume that they will automatically be offered an assignment.

13. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release individual scores or results.

14. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

15. Staff members selected to fill vacancies will be assigned as Chinese-language proofreaders/copy preparers/production editors for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay referred to in paragraph 7 above, **no later than 3 September 2008**, to:

2008 competitive examination for Chinese-language proofreaders/copy preparers/production editors
Examinations and Tests Section
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early. Applications may be sent by e-mail, fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Examinations and Tests Section of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by **3 September 2008**, the deadline for receipt of applications in the Examinations and Tests Section.

Application (for staff members of the United Nations Secretariat only)

2008 competitive examination for Chinese-language proofreaders/ copy preparers/production editors

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to Chinese as their main language must be supported by relevant documentation in their official status files.

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of proofreading, copy preparation and production editing, if any. Also include any relevant information about computer software or programs used.

Applications submitted without a P.11 or PHP form or without the one-page essay in Chinese referred to in paragraph 7 will NOT be considered.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

I have read information circular ST/IC/2008/37 and I understand that if I am successful in the 2008 competitive examination for Chinese-language proofreaders/copy preparers/production editors and am recommended for inclusion in the roster, my assignment as a Chinese-language proofreader/copy preparer/production editor will be subject to my acceptance of the conditions of service indicated in paragraphs 15 to 17 of that circular.

Date _____ Signature _____

(When applying by e-mail, type the date and your name above.)

United Nations ST/IC/2008/38

Secretariat

15 July 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2008 competitive examination for English-language editors and translators/précis-writers**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take one or more of the following competitive examinations in 2008, in accordance with the provisions of ST/AI/1998/7 and ST/AI/2000/1, as amended by ST/AI/2003/1:

(a) Competitive examination for English-language editors;

(b) Competitive examination for English-language translators/précis-writers.

2. The competitive examinations for English-language editors and translators/précis-writers will be held tentatively on **15 and 16 October 2008**, respectively, in New York, Geneva, Vienna and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of these examinations is to establish rosters from which present and future vacancies for English-language editors and translators/précis-writers will be filled. When vacancies occur in a service, successful candidates will be recruited from the roster for that service, subject to the requirements of the service in terms of expertise and language combinations.

3. The examinations are open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of these examinations. Such candidates, if successful in one or more of the examinations, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful and are selected for inclusion in one or more of the rosters will be assigned to fill vacancies for English-language posts as they occur in the language services in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok and

* Expiration date of the present information circular: 31 December 2008.

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Santiago. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other United Nations duty stations according to the needs of the Organization. Successful candidates are expected to serve **a minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examinations and are selected to fill vacancies will be subject to the conditions set out in paragraphs 14 to 17 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language;[1]

(b) Have a perfect command of English and an excellent knowledge of French and one of the other official languages of the United Nations (Arabic, Chinese, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For that purpose, staff members should give a clear explanation on the P.11 or personal history profile (PHP) form of how they acquired their knowledge of the languages claimed;

(c) Hold at least a three-year first-level degree from a university or institution of equivalent status in which English is the language of instruction **or** hold a university degree from a recognized school of translation;

(d) Have knowledge of word-processing programs.

5. In order to meet the Organization's need to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who will have reached the age of 56 by the deadline for submission of applications, 31 August 2008, will not be eligible to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

6. The requirement of a degree from a university or institution of equivalent status referred to in paragraph 4 (c) above may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

7. All applicants should submit with their applications a one-page essay in English, explaining why they wish to work as a translator/précis-writer or editor in the United Nations. All applications will be reviewed by the Board of Examiners. In instances where a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates based on a review of the qualifications that are over and above the minimum criteria set out in paragraph 4. Candidates may be required to submit evidence of degrees, knowledge

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

of languages and/or relevant experience prior to convocation. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The written editing examination, to be held on 15 October 2008, will consist of three papers:

(a) Editing of two short texts in English and completion of an exercise in English style and usage (2 hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Summary in English of an Arabic, Chinese, Russian or Spanish text chosen by the candidate (1 hour and 30 minutes);

(c) Editing of a text in English to bring it into line with a text in French (2 hours).

9. The written translation and précis-writing examination, to be held on 16 October 2008, will consist of four papers:

(a) Translation into English of a general text in Arabic, Chinese, French, Russian or Spanish (2 hours). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers marked;

(b) Translation into English of a second general text in Arabic, Chinese, French, Russian or Spanish; the language of the text chosen must be different from that of the first paper (1 hour and 30 minutes);

(c) Summary in English of a speech in French (1 hour and 30 minutes);

(d) Translation into English of one of the following: one specialized text (economic, legal or scientific/technical) from Arabic, Chinese, French, Russian or Spanish or a third general text in a language other than those chosen in (a) and (b) (1 hour and 30 minutes).

10. The use of a dictionary or any other reference material will **not** be permitted during the examination. Candidates may not use personal computers to prepare their papers. In addition, cellphones and other electronic devices may not be used in the examination room.

11. On the basis of the results of each written examination, the Board of Examiners will invite selected candidates to a competency-based interview. The Board will interview each candidate to assess whether she or he possesses the competencies required for the position. Candidates may also be required to take some additional short tests at the time of the interview (including a sight translation test). The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will automatically be offered an assignment.

12. On the basis of the overall results of each examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the relevant roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. **The Board's recommendations are not subject to appeal.** The Board **does not** release

individual scores or results. Candidates appointed to a function who have been successful in more than one examination will be eligible to transfer at a later stage to a different function for which they have also passed the examination.

13. Successful candidates who receive an offer of appointment are strongly encouraged to accept it, as declining may affect their prospects of receiving a subsequent offer.

14. Staff members selected to fill vacancies will be assigned as English-language editors or translators/précis-writers for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. Successful candidates are expected to be able to use computer workstations.

15. Successful candidates in translation assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

16. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

17. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

18. Staff members applying for the examination should complete the attached form and submit it together with a copy of the P.11 or PHP form and the essay referred to in paragraph 7, **no later than 31 August 2008**, to:

2008 competitive examinations for English-language editors
and translators/précis-writers
Examinations and Tests Section
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, N.Y. 10017
Fax: 1 212 963 3683
E-mail: OHRM_exam@un.org

Applications received after the deadline will not be considered. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail. Applications may be sent by fax or mail. Incomplete applications, including those without the essay, will **not** be considered.

19. **In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, such staff members are requested to return their applications to the Examinations and Tests Section of the Office of Human Resources Management through the Chief Administrative Officer or Director of the United Nations Information Centre of their respective duty stations by 31 August 2008, the deadline for receipt of applications in the Examinations and Tests Section.**

Application (for staff members of the United Nations Secretariat only)

2008 competitive examinations for English-language editors and translators/précis-writers

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax extension _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 or PHP form and attach it to this application. Describe your educational background and work experience (giving dates and length of time) in the areas of editing and translation, if any. Also include any relevant information about computer software or programs used. Applications submitted without a P.11 or PHP form or without the one-page essay in English referred to in paragraph 7 will NOT be considered.

Please indicate the examination(s) for which you are applying. Your application will not be considered if this part of the application is not completed.

☐ (a) The competitive examination for English-language editors

☐ (b) The competitive examination for English-language translators/précis-writers

[a] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date _____ **Signature** _____

(When applying by e-mail, type the date and your name above.)

I have read information circular ST/IC/2008/38 and I understand that if I am successful in the 2008 competitive examination for English-language editors and/or the 2008 competitive examination for English-language translators/précis-writers and am recommended for inclusion in the relevant roster(s), my assignment as an English-language editor or translator/précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 14 to 17 of that circular.

Date _____ **Signature** _____

(When applying by e-mail, type the date and your name above.)